

JOB TITLE: Senior Maintenance Technician

MT/6

DEPARTMENT: Maintenance, Rutherford County

JOB SUMMARY: This position is responsible for the installation, maintenance, and repair of electrical and HVAC systems.

MAJOR DUTIES:

- o Installs and maintains heating and air conditioning systems.
- o Troubleshoots heating and air conditioning systems.
- o Performs preventative maintenance on heating and air conditioning systems: changes filters, replaces belts, greases bearings, changes oil in air compressors, and lubricates pumps and motors.
- o Orders replacement parts for heating and air conditioning systems.
- o Monitor conditions inside county buildings.
- o Installs and maintains electrical and mechanical equipment and other related components including motors, pumps, steam valves, switches, outlets, telephone lines, and computer lines.
- o Assists in plumbing, carpentry, painting, and ground maintenance duties.
- o Performs other related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION:

- o Knowledge of electrical system installation, maintenance, and repair methods and techniques.
- o Knowledge of HVAC installation, maintenance, and repair methods and techniques.
- o Knowledge of county ordinances and building codes.
- o Knowledge of state and national electrical codes.
- o Knowledge of carpentry, plumbing, painting, heating, and air conditioning repair methods and practices.
- o Knowledge of county and department policies and procedures.

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- o Skill in diagnosing and repairing electrical problems.
- o Skill in using meters, gauges, and measurement devices.
- o Skill in performing preventive and corrective maintenance procedures.
- o Skill in using various hand and power tools.
- o Skill in oral and written communication.

SUPERVISORY CONTROLS: The Maintenance Supervisor assigns work in terms of general instructions. Work is spot-checked upon completion for compliance with procedures, accuracy, and the nature and propriety of results.

GUIDELINES: Guidelines include state and local building, electrical, fire, plumbing, and heating and air conditioning codes, county ordinances, county and department policies and procedures, and relevant state and federal regulations. These guidelines are generally clear and specific, but may require some interpretation in application.

COMPLEXITY: The work consists of related duties in electrical system and HVAC installation, maintenance, and repair. The need to complete repairs during working hours with minimum disruption contributes to the complexity of the work.

SCOPE AND EFFECT: The purpose of this position is to perform difficult skilled labor relating to the installation, repair, and maintenance of electrical and heating and air conditioning systems. Successful performance results in an efficient, comfortable, and safe work environment for county employees.

PERSONAL CONTACTS: Contacts are typically with co-workers, vendors, other county employees, and the general public.

PURPOSE OF CONTACTS: Contacts are typically to give or exchange information and provide services.

PHYSICAL DEMANDS: The work is typically performed while standing, walking, bending, crouching, or stooping. The employee frequently lifts light objects and heavy objects, climbs ladders, uses tools or equipment requiring a high degree of dexterity, and must distinguish between shades of color.

WORK ENVIRONMENT: The work is performed in an office, stockroom, and occasionally outdoors. The employee is exposed to noise, dust, dirt, grease, machinery with moving parts,

irritating chemicals, high voltage, and inclement weather. The work may require the use of protective goggles, gloves, or masks.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY: None.

MINIMUM QUALIFICATIONS:

- o Knowledge and level of competency commonly associated with completion of specialized training in the field of work, in addition to basic skills typically associated with a high school education.
- o Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years.
- o Possession of or ability to readily obtain a valid driver's license issued by the State of North Carolina for the type of vehicle or equipment operated.